

Village of Tequesta

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Village Clerk's Office Memorandum

TO: Michael Couzzo, Village Manager
FROM: Lori McWilliams, Village Clerk
DATE: 6/26/18
SUBJECT: RES 25-18 – PUBLIC RECORD POLICY AND UNIFORM ADMINISTRATIVE FEE SCHEDULE

Lien Search Fee

The lien search fee has not changed since 2009 (see Resolution 20-09). We currently charge \$25 for a standard search (3-5 business days) and \$50 for a rush request (completed within 24 hours). This fee covers the staff time and materials it takes to research the request, compile the requested information, and respond and answer inquiries. Each search involves work by the Water Utilities Department, Village Clerk's Office and Code Enforcement.

Currently, the turn-around time to process a lien search is approximately 3-5 days (most often on the lower end) and takes approximately 1 ½ - 2 hours in total (depending on the number of liens, code violations, etc. involved) for all three departments to complete each search. The average hourly salary (including benefits) of the three individuals who complete the searches is \$35.68.

Recently, the Palm Beach County Municipal Clerk's Association members responded to a survey regarding their municipalities search fees (see attached responses). The Village fees are near the bottom with the average of all respondents being \$61.84 for a standard request and \$120 for those offering rush services.

Recommendation

I request Council amend Resolution 6-17 to increase the lien search fee from \$25 to \$60 and increase the rush from \$50 to \$120. Additionally, I recommend we revisit the policy every five years.

Notary Fees

Currently the Village does not charge a notary fee. The Clerk's Office alone (the Manager's Office and Building also offer notary services) completed over 50 notaries last year. Many complications can lead to legal issues for notaries such as notarizing a will and then receiving a subpoena to testify in court (as one example).

Recommendation

I request Council amend Resolution 6-17 to add a notarial fee for non-residents (with the exception of contractors submitting documents on behalf of residents) of \$10.00 per notarized document and the service to remain free for residents.

Council Member Vince Arena
Council Member Laurie Brandon

Mayor Abby Brennan
Village Manager Michael Couzzo

Vice-Mayor Tom Paterno
Council Member Kristi Johnson